



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 11, 2015

Stephanie Lake.
4147 11th St.
Des Moines, IA 50313

Dear Child Care Provider,

This letter is in regards to the March 4, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

You reported that your home has sustained some flood damage and you had to do some remodeling and painting. You indicated that some of these paint cans are currently in the backyard, but will be removed. The children of not been playing in the backyard due to the cold weather and have not had access to any unsafe materials.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Due to the recent painting all items had to be removed from the walls. You indicated that you will be able to rehang your emergency and disaster plans.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

One smoke detector in the bedroom needs replaced.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Your pets are due for an updated visit to the packet. Please use the new form for each pet; this form is located on page 26 of the packet provided to you at the time of the spot check.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

You reported that your husband needs a copy of his physical on file is household member. Please be sure the new physical form is used, which can be found in one time of your packet. This form does require TB test be completed. If the TB test has been done recently the Dr. can initial that this is been done. This form is good for three years.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

You indicated that this course is completed and you are current. Please locate your certificate and keep it in your file at all times. You are unable to locate your certificate, you will need to retake the course. This course can be taken online the website is located on page 15 of the packet of forms.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

You reported that you need to renew your CPR class. Please contact Child Care Resource and Referral at 515-246-3560 for assistance in locating a class. Unity point and the local fire department might be resources to check out as they may offer less expensive courses. You also have the option of doing the written portion of the CPR course online. However, you will still need to present yourself to do the interactive portion of the course in person.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

Please make sure you are going through each file, annually to make sure that it is current on all necessary forms. Good times to periodically check files are the child's birthday and if the child is resuming school.

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

The following children are in need of an updated emergency medical treatment authorization form which can be found on page 3 of your packet.

ZA, YD, AM, VK

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Please request this document from the parents. The following children are in need of a current update:

ZA, BB, AC, VK

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Please request from the parent. You may provide the parent with the form on page 4 of the packet provided to you to assist in this process. The following children need an updated document in their file:

YD, MS

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Please request from the parent. You may provide the parent with the form on page 4 of the packet provided to you to assist in this process. The following children need an updated document in their file:

ZA, BB, AC, VK

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Please request from the parent. You may provide the parent with the form on page 4 of the packet provided to you to assist in this process. The following children need an updated document in their file:

YD

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Request from parents. The following children are in need of an update:

ZA

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Request from parents. The following children are in need of an update:

YD, MS

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: April 27, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Melissa Crawford

Social Worker II

C. Mark Chappelle

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).